

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
800 Burrard Street, Room 219
800, rue Burrard, pièce 219
Vancouver, BC V6Z 0B9
Bid Fax: (604) 775-7526

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT

| | |
|---|--|
| Title - Sujet Janitorial Services | |
| Solicitation No. - N° de l'invitation E0276-142831/A | Date 2014-08-13 |
| Client Reference No. - N° de référence du client 20142831 | |
| GETS Reference No. - N° de référence de SEAG PW-\$VAN-531-7300 | |
| File No. - N° de dossier VAN-4-37099 (531) | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-09-23 | Time Zone Fuseau horaire Pacific Daylight Saving Time PDT |
| F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/> | |
| Address Enquiries to: - Adresser toutes questions à: Mak, Goretti M. | Buyer Id - Id de l'acheteur van531 |
| Telephone No. - N° de téléphone (604) 775-7649 () | FAX No. - N° de FAX (604) 775-7526 |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 219-800 BARRARD ST VANCOUVER British Columbia V6Z0B9 Canada | |

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific
Region
219 - 800 Burrard Street
800, rue Burrard, pièce 219
Vancouver, BC V6Z 0B9

| | |
|--|--|
| Delivery Required - Livraison exigée See Herein | Delivery Offered - Livraison proposée |
| Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur | |
| Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur | |
| Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie) | |
| Signature | Date |

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

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Form 1 Bidder Submission Form

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**TITLE: JANITORIAL SERVICES****PART 1 - GENERAL INFORMATION****1. Security Requirement**

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Program of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

2. Statement of Work

To provide Janitorial Services including all labour, material and equipment for the Department of Public Works and Government Services Canada on behalf of its Clients in Burnaby BC. The services must be provided in accordance with the Technical Specifications attached at Annex A.

The period of the contract is two years from date of award with a possibility of three (3) years optional.

There is a security requirement associated with this requirement. For additional information, consult Part 6 – Security, Financial and Other Requirements, and Part 7 – Resulting Contract Clauses. Bidders should consult the “Security Requirements for PWGSC Bid Solicitations – Instructions for Bidders” (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents website.”

3. Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

4. Trade Agreements

"The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2014-03-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days
Insert: 365 days

2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

2.1 Improvement of Requirement during Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 7 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit

the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

5. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications 1 hard copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

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E0276-142831/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

van531

Client Ref. No. - N° de réf. du client

20142831

File No. - N° du dossier

VAN-4-37099

CCC No./N° CCC - FMS No/ N° VME

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment, Annex C. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

- a) At bid of closing, the Bidder must hold a valid facility security clearance at the level of Secret, at a minimum.
- b) Submission of a Firm Price/Rate for all the items listed in Annex C, Basis of Payment
- c) Mandatory Contractor's Experience and Past Performance – Fill out the two (2) tables labeled.

Bidder possess 2 consecutive years of janitorial services experience within the last 5 years on contracts of similar size and scope to the requirement identified in the solicitation. Similar in size and scope is defined as:

- i) a space that is a minimum of 50% of the size (m²) and
- ii) a space of similar use or type
- d) Within 72 hours of notification, the successful contractor shall forward to the contracting authority either a certified true copy of the insurance policy or the certificate of insurance containing reasonable detail of the insurance coverage, exclusions, deductibles and conditions applying to such policies and confirming that the insurance is in force to meet these requirements. Failure of the successful contractor to forward the required certification shall render the bid non responsive.
- e) Workers Compensation Certification – Letter of Good Standing
The Bidder must have an account in good standing with the applicable provincial or territorial Worker's Compensation Board. The Bidder must provide, within five (5) days following a request from the Contracting Authority, a certificate or letter from the applicable Worker's Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

| PROJECT/ CONTRACT REFERENCE NO. 1 | |
|--|--------------|
| Name of client organization or Company | Name: _____ |
| Name and Title of client contact | Name: _____ |
| | Title: _____ |

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Buyer ID - Id de l'acheteur

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CCC No./N° CCC - FMS No/ N° VME

| | |
|--|--|
| Telephone and facsimile number of client contact | Phone: _____ Fax: _____ |
| Approximate size in square meters of the cleanable area of the project or contract | _____ square meters |
| Location site of the project or contract | _____ |
| Value of the project or contract | \$ _____ |
| Performance period of the project or contract (indicate month and year) | From: _____ Month _____ Year To: _____ Month _____ Year |
| Description of Project or Contract: | |

| PROJECT/ CONTRACT REFERENCE NO. 2 | |
|--|--|
| Name of client organization or Company | Name: _____ |
| Name and Title of client contact | Name: _____ Title: _____ |
| Telephone and facsimile number of client contact | Phone: _____ Fax: _____ |
| Approximate size in square meters of the cleanable area of the project or contract | _____ square meters |
| Location site of the project or contract | _____ |
| Value of the project or contract | \$ _____ |
| Performance period of the project or contract (indicate month and year) | From: _____ Month _____ Year To: _____ Month _____ Year |

Description of Project or Contract:

1.2 Financial Evaluation

SACC Manual Clause A0220T (2013-04-25), Evaluation of Price

2. Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

3. Security Requirement

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents website.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

1. Certifications Required Precedent to Contract Award

1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada (ESDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

2. Additional Certifications Required Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

2.1 FORMER PUBLIC SERVANT CERTIFICATION

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

Definitions: For the purposes of this clause, "former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R. S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S., 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Is the Bidder a FPS in receipt of a pension as defined above? YES () NO ()

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

2.2 Status and Availability of Resources

2.2.1 SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources

2.3 Education and Experience

2.3.1 SACC Manual clause A3010T (2010-08-16) Education and Experience

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

The following security requirement (SRCL and related clauses) applies and form part of the Contract.

1.1 The Contractor must, at all times during the performance of the Contract, hold a valid Facility Security Clearance at the level of **TOP SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

1.2 The Contractor personnel requiring access to **CLASSIFIED** information, assets or sensitive work site(s) must be citizens of Canada and must EACH hold a valid personnel security screening at the level of **SECRET or TOP SECRET**, granted or approved by CISD, PWGSC or **TOP SECRET SIGINT** granted by Communications Security Establishment (CSE) as required. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel **MAY NOT ENTER** sites without an escort.

1.3 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.

1.4 The Contractor must comply with the provisions of the:

1.4.1 Security Requirements Check List, attached at Annex D;

1.4.2 Industrial Security Manual (Latest Edition).

2. Statement of Work

The Contractor must perform with Work in accordance with the Statement of Work at Annex A.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

3.1 General Conditions

2010C (2014-06-24), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is two years from date of award.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 additional 1 year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Goretti Mak, Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch Vancouver
Room 219 - 800 Burrard Street, Vancouver, BC V6Z 0B9

Telephone: (604) 775-7649
Facsimile: (604)775-7526
E-mail address: Goretti.Mak@pwgsc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

5.2 Project Authority (to be completed at Contract award)

The Project Authority for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone : _____
Facsimile: _____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

Name and telephone number of the person responsible for:

5.3.1 General enquiries

Name: _____

Title: _____

Tel: _____

Fax: _____

E-mail: _____

5.3.2 Emergency Service

The Contractor shall be required to provide on-site emergency service. The contact person is as follows:

Name: _____

Title: _____

Tel: _____

Toll free: _____

Fax: _____

E-mail: _____

6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

7. Payment

7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm monthly price, as specified in Annex C for a cost of \$ _____ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.2 Limitation of Expenditure

7.2.1 Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Applicable Taxes are extra.

7.2.2 No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or

- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

7.2.3 If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.3 Method of Payment

SACC Manual clause H100 (2008-05-12) Monthly Payment

7.4 SACC Manual Clauses

7.4.1 A9117C (2007-11-30) T1204 – Direct Request by Customer Department

7.4.2 C0711C (2008-05-12) Time Verification

8. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is Completed.

Each invoice must be supported by:

- 8.1.1 a copy of time sheets to support the time claimed if requested by the Project Authority;
- 8.1.2 a copy of the release document and any other documents as specified in the Contract;
- 8.1.3 invoice date (corrected for amendments);
- 8.1.4 invoice number;
- 8.1.5 Contract number (to be inserted at Contract award);
- 8.1.6 current invoice amount;

9. Certifications

9.1 The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.

11. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- 11.1 the Articles of Agreement;
- 11.2 the general conditions 2010C, (2014-06-24);
- 11.3 Annex A, Statement of Work;
- 11.4 Annex B, Cleaning Standards;
- 11.5 Annex C, Basis of Payment;
- 11.6 Annex D, Security Requirements Check List;
- 11.7 the Contractor's bid dated _____ (insert date of bid) (If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s))

12. SACC Manual Clauses

- 12.1 Identification Badge (A9065C, 2006-06-16)
- 12.2 Government Site Regulations (A9068C, 2010-01-11)
- 12.3 Government Property (B6802C, 2007-11-30)

13. Commercial General Liability Insurance

- 13.1 The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
- 13.2 The Commercial General Liability policy must include the following:
 - 13.2.1 Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - 13.2.2 Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - 13.2.3 Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - 13.2.4 Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - 13.2.5 Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - 13.2.6 Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - 13.2.7 Employees and, if applicable, Volunteers must be included as Additional Insured.
 - 13.2.8 Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - 13.2.9 Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - 13.2.10 Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - 13.2.11 If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - 13.2.12 Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

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ANNEX "A"

STATEMENT OF WORK

CLEANING

SPECIFICATION

PROJECT: BUILDING CLEANING

**LOCATION: METROTOWN
BURNABY, B.C.**

PROJECT NO:

December, 2013

Approximate Interior Cleanable Space:

Office Space: 49,300.20 sq. ft. or 4,580.10 m²
+ Showers and UP4 Parking Zamboni cleaning

Section 1 - Building Cleaning Specifications

1. Staffing
 1. All staff must be able to communicate fluently, both orally and in writing in the **English language** and are to have authority to carry out directions given to them by the director whether or not this involves minor changes to the specifications.
 2. The Contractor shall equip his/her superintendent with a voice pager so he/she may be contacted by the Director, PWGSC, or his/her representative, during the day.
2. Health and Safety
 1. The Contractor shall adhere to all safety measures respecting personnel and fire hazards as recommended by National and Provincial codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits and procedures.
 2. The Contractor shall ensure that all equipment used to perform the work is in a state of good repair. The Director reserves the right to have equipment judged to be unsafe, not suitable or defective taken out of service. The Contractor shall be responsible to supply suitable replacement equipment.
 3. All materials are to be stored and handled in such a manner as to not present a danger to building occupants or members of the public.
 4. All materials and chemicals to be labeled in accordance with (WHMIS) the "Workplace Hazardous Materials Information System". WHMIS data sheets are to be updated as required and posted in all janitor rooms. The Contractor shall ensure that all staff working at this site have received WHMIS training. The Contractor is to provide all cleaning staff with in-house WHMIS refresher courses as required.
3. Building Security
 1. Only those employees whose names appear on the Contractor's payroll will be allowed access to the site of the work. No other persons accompanying employees will be allowed on site.
 2. **All cleaning staff working in this building must be security cleared to the Top Secret Level by PWGSC (CIISD).** The PWGSC Property Manager is to be informed before a new cleaning staff member starts working at this site. Security clearance forms and clearance confirmation must be obtained from the PWGSC Property and Facilities Manager prior to an employee starting work in the building. All cleaning staff are to carry a copy of their security clearance confirmation and picture identification (either a B.C. Driver's License or B.C. Identification Card) at all times. At the discretion of the PWGSC Property Manager, authorized PWGSC employee and/or Client employees, cleaning staff not carrying proper identification may be removed from the site. Cleaning staff shall not be allowed back into the building until required proof is presented.

3. All cleaning staff employed by the Contractor, regardless of hours of work, must sign IN and OUT and enter the times of arrival and departure in registers or on sheets provided at the designated area. In the event of a dispute and the absence of other evidence, The Register will be regarded as evidence of hours of work. Failure to sign out will render the entry invalid.

4. The Contractor's cleaning staff may be subject to questioning and search of cleaning material in relation to security matters by PWGSC and/or its client departments' designated security staff.

4. Building Cleaning

1. **Routine Cleaning:**

Routine cleaning will be performed between the hours of 7:00 A.M. and 4:00 P.M., Monday through Friday. A minimum of 8 hours routine cleaning must be performed daily, Monday through Friday.

2. **Scheduled Operations:**

.1 **Scheduled operations will be performed Monday through Friday between 7:00 A.M. and 4:00 P.M.** or as required after hours or on weekends only at the request of the PWGSC Property and Facility Manager.

.2 Prior to award of contract, the Contractor will submit, in writing, his/her plan of operation to conform with routine cleaning, scheduled operations and special cleaning conditions.

.3 All persons employed as cleaning staff are to have authority to carry out directions given to them by the Director whether or not this involves minor changes to the specifications.

5. Inspection

1. The Contractor must notify PWGSC when each major operation listed in Section 2 is completed. Arrangements will be made to inspect the work to decide whether or not it is acceptable.

2. Inspections shall be made by PWGSC Representatives from time to time to determine whether the quality of the work is acceptable.

6. Log

1. A log shall be maintained in the building by the Contractor in which he shall record on a daily basis, all of the work performed other than normal day to day cleaning. The log shall be kept at the commissionaires desk and made available for inspection by PWGSC and its client as required.

7. Materials and Equipment

1. The Contractor will supply all equipment, materials, uniforms, chemical products, etc., required to carry out the work as mentioned in Section 1 and Section 2, unless stated otherwise.

2. The Contractor shall, where available, use materials listed in the Canadian General Standards Board (CGSB) Qualified Products Lists.

3. The Contractor shall, on request, furnish a complete written statement of the origin, composition and/or manufacturer of any or all materials supplied by the Contractor for use in the work and the Contractor may be required to provide samples of materials from the Contractor's stock for testing purposes.
4. The Contractor must use a quiet Hepa Filter Vacuum (65 decibels or less) and it must be equipped with a power head and crevice tool.
8. Space Assigned
1. The Director shall provide the Contractor with such space as is considered necessary by the Director for the performance of the Contractor's duties.
2. The Contractor must not list, publicize or use in any fashion, for business purposes, the address of a building leased or owned by the Government of Canada.
3. The Department will not be responsible for damage to the Contractor's supplies, material or equipment in the building nor to the Contractor's employees' personal belongings brought into the building.
9. Excluded Areas and Services
- The following do not form part of this contract:**
1. **Cleaning of exterior windows.**
 2. **Supply and installation of light bulbs and fluorescent tubes.**
 3. **All washroom supplies (toilet paper, paper towels, hand soap, etc.).**
10. Contract Enforcement
- Bidders shall be aware that this contract will be enforced in the following manner to ensure satisfactory performance or else the speedy removal of the contractor for default of Contract under the terms of the contract:
1. Any serious deficiency in specified contract performance will be considered a default of contract;
 2. a first default will result in a letter of notification to the Contractor of the default. If the default is not immediately corrected, PWGSC may call in another contractor to rectify the default and deduct the cost from payment due, or PWGSC may deduct monies relating to the default and the services not rendered. If the contract is bonded with a Performance Bond, a copy of the first letter of default will be forwarded to the Bonding Company;
 3. this first letter of default will also notify the Contractor that a second serious default of any kind will automatically commence action to take the work out of the Contractor's hands in accordance with the terms of the contract;
 4. a second default by the Contractor will result in a letter from PWGSC to the Contractor giving notice of the default. This second

letter will also inform the Contractor that PWGSC is proceeding with the steps to take the work out of the Contractor's hands.

5. after a second default all payments will immediately cease in accordance with the terms of the contract;

6. after a second default the work of the contract will be taken out of the hands of the Contractor.

7. There will be no "action steps" as outlined above for very serious poor performance or abandonment of the contract or bankruptcy, etc. PWGSC will, in these very serious situations, immediately commence to take the work out of the Contractor's hands in accordance with the terms of the Contract.

Routine & Scheduled Operations

1. Doors, Door Casings, Walls, Baseboards, Pillars and Partitions
 - .1 Dust and spot clean surfaces **bi-weekly (Monday)**.
 - .2 Wash doors, door casings, walls, baseboards, pillars and partitions **annually (Anniversary Date)**.

2. Vents, convectors, diffusers, Window sills
 - .1 Dust and spot clean **bi-weekly (Monday)**.
 - .2 Damp wipe **monthly (1st Tuesday in month)**.

3. Partition Glass and Door Glass
 - .1 **Weekly (Monday)**
 - .1 Spot clean all partition glass.
 - .2 Wash all door glass.
 - .2 **Quarterly - (Every 3 months)**
 - .1 Wash both sides of glass partitions.

4. Showers
 - .1 **Daily (Monday - Friday)**
 - .1 Remove all pieces of soap and other foreign matter.
 - .2 Wipe down walls, scrub floor and duck boards, polish handles, shower heads and other fixtures.
 - .2 **Weekly (Wednesday)**
 - .1 Wash walls, shower curtains/shower doors using a soapless detergent containing 'sequestering agents' to remove soap residue and rinse with clear water.
 - .2 Pour a pail of clean water into each floor drain.
 - .3 Clean all intake grills and air diffusers.

5. Locker Area
 - .1 **Daily (Monday - Friday)**
 - .1 Sweep and damp mop entire floor.
 - .2 Dust tops of lockers.

6. Washrooms
 - .1 **General**
 - .1 Blocked toilets, sinks, urinals and drains to be cleared immediately by use of a plunger. If plumbing work is necessary, notify the PWGSC Property & Facility Manager.
 - .2 **Daily**
 - .1 Remove foreign residue from floors.
 - .2 Sweep floors, and wash floors with a germicidal detergent.
 - .3 Dust tops of partitions.
 - .4 Remove all trash from strainers in base of urinals.
 - .5 Wash toilet seats (both sides), toilet bowls, urinals, washbasins (including undersides) using a germicidal detergent.
 - .6 Clean and disinfect all water taps, dispensers, door plates, flush valves and the exteriors of wastepaper and refuse receptacles.
 - .7 Clean shelves, high ledges, window sills and exposed pipes.

.8 Spot clean walls, partitions, columns and doors to remove finger marks and other marks.

.9 Empty sani-cans, wash, disinfect and replace bags.

.10 Empty waste receptacles and insert new plastic bags.

.11 Replenish soap, toilet paper, paper towel and feminine napkin dispensers.

.12 Clean mirrors.

.3 **Weekly**

.1 Descalc toilet bowls and urinals.

.2 Place one 4 oz. deodorant block in each urinal.

.3 Pour a pail of clean water into each floor drain.

.4 **Monthly (last Friday of Month)**

.1 Wash walls, both sides of partitions, partition doors and the walls enclosed by the partitions using a germicidal detergent.

.2 Machine scrub and refinish floors.

.5 **Annually (Anniversary Date)**

.1 Strip and refinish floors.

7. **Furniture and Fixtures**

(desks, file & storage cabinets, telephones, counters, lockers, etc.)

.1 **Preliminary Instructions**

.1 Papers and files left on furniture shall not be disturbed by the cleaning staff.

.2 **Weekly (Friday)**

.1 Clean and polish telephones.

.2 Dust and spot clean all vertical and horizontal surfaces.

.3 Spot clean exterior surfaces of lockers, storage and filing cabinets.

.4 Clean counter facings and cleared office furniture.

8. Lunchroom

.1 **Daily**

.1 Clean thoroughly all furniture and fixtures (tables, chairs, sink(s), counter tops, fridge, microwave and cupboard exteriors, etc.

.2 Dust mop or vacuum floor.

.3 Damp mop floor with a germicidal detergent.

.4 Replenish all soap and paper towel dispensers.

.5 Empty, wash and disinfect garbage cans and waste receptacles, replace plastic bags.

.6 Spot clean walls, doors and partitions as required.

.2 **Monthly (Last Friday of Month)**

.1 Machine scrub and refinish floors.

.3 **Annually (Anniversary Date)**

.1 Strip and refinish floors.

9. Floors - General

.1 **Preliminary Instructions**

.1 Chairs, waste baskets, etc., shall be moved but not placed on the desks, tables or cabinet tops to perform the cleaning operation, and they shall be relocated correctly.

.2 Care must be taken not to allow cleaning solutions to seep under furniture legs, file cabinets or partitions.

2. Hard Surface Floors

.1 Remove foreign residue, sweep and damp mop **daily (Monday-Friday)**.

.2 Spray **weekly (Monday)**.

.3 Scrub and refinish every **2nd month (6 times per year)**.

.4 Strip and refinish **Annually (Anniversary Date)**.

.3 Carpet

.1 Vacuum traffic areas **daily (Monday - Friday)**.

.2 Vacuum full floor **weekly (Thursday)**.

.3 Spot clean **as required**.

.4 Clean carpet by hot water extraction method **annually (Anniversary Date)**.

.4 Mats and Runners

.1 Vacuum **weekly (Monday - Friday)**.

.2 Clean by hot water extraction method **monthly**.

10. Corridors and Hallways

.1 Spot clean walls and fixtures **daily (Monday - Friday)**.

.2 Dust walls and fixtures twice a week **(Tuesday and Thursday)**.

11. Venetian (or other) blinds

.1 Dust every **6 months (Bi-annually)**.

12. Stairs and Landings

.1 Sweep or dust mop **weekly (Wednesday)**.

.2 Dust railings, ledges, etc., **weekly (Wednesday)**.

.3 Damp mop **weekly (Wednesday)**.

.4 Wash hand rails, etc., **monthly (Last Friday in month)**.

.5 Scrub and refinish steps and landings **monthly (Last Friday in month)**.

.6 Strip and refinish steps and landings **annually (Anniversary Date)**.

.7 Spot clean walls, doors, etc. **as required**.

13. Waste Baskets/ Receptacles

.1 Empty **daily (Monday - Friday)**.

.2 Damp wipe exteriors **weekly (Friday)**.

.3 Insert plastic liners and wash interiors **as required**.

14. Chairs and Upholstered Furniture

.1 Dust wood chairs and furniture **weekly (Friday)**.

.2 Damp wipe wood chairs and furniture **monthly (2nd Wednesday of month)**.

.3 Vacuum upholstered chairs and furniture **monthly (Last Friday in month)**.

.4 Clean and polish chair and furniture metal **monthly (Last Friday in month)**.

.5 Clean vinyl chairs and furniture **every 6 months (Semi-annually)**.

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15. Elevators Lobbies (27th floor) .1 Vacuum/sweep/dust mop and damp mop floors. Clean doorsills and track grooves. Clean and polish metal **daily (Monday - Friday)**.
.2 Scrub and refinish floors **monthly (4th Friday of month)**.
.3 Strip and refinish floors **annually (Anniversary date)**.
16. Interior Window Cleaning .1 **Bi-Annually - Every 6 months**
.1 Wash interior side of glass windows.
17. UP4 Parking Area .1 Clean with Zamboni **every 3 months (4 times a year)**.

ANNEX "B"**BASIS OF PAYMENT**

Prices are to be firm in Canadian funds, GST extra, PST exempt. Pricing must be an all inclusive price for the provision of all labour, equipment, materials, transportation and supervision necessary to provide the janitorial and other related services in accordance with the specification referenced in Annex A. No other charges will be allowed.

CPI PRICE ADJUSTMENT : At the time of the exercise of each option, the rates in the Basis of Payment (Annex B) will be increased or decreased by multiplying the rates by the percentage change in "The Consumer Price Index, major components, selected sub-groups and special aggregates, provinces, Whitehorse and Yellowknife, not seasonally adjusted" ("CPI") for the appropriate province for the 12 month period ending two months before the expiration date of the current period of the contract ("period"). The CPI which shall be used is published in Statistics Canada Catalogue no. 62-001-X, tables 9-1 to 9-12, for the appropriate province all-items CPI of the period as described above. Consumer Price Index for Canada is published by Statistics Canada and is available at:

* <http://www5.statcan.gc.ca/bsolc/olc-cel/olc-cel?catno=62-001-X&chprog=1&lang=eng> ; or

* <http://www.statcan.gc.ca/subjects-sujets/cpi-ipc/cpi-ipc-eng.htm> ; or <http://cansim2.statcan.ca> , Table 326-0020

Bidders must also take into consideration any other holidays that will impact their pricing (i.e. BC Family Day – Second Monday in February)

| | Est. | \$/Mth Year 1 | \$/Mth Year 2 | \$/Mth Year 3 | \$/Mth Option Year 1 | \$/Mth Option Year 2 | Extension Ax(B+C+D+ E+F) |
|---|--|------------------|------------------|------------------|----------------------------|----------------------------|--------------------------------|
| | A | B | C | D | E | F | |
| FIRM GENERAL SCHEDULED CLEANING | 12 Mth | \$ / Mth | \$ / Mth | \$ / Mth | \$ / Mth | \$ / Mth | \$ |
| 'As and when requested" ADDITIONAL cleaning during work hours (0700 – 1600) Monday to Friday | 50 Hrs per year ** 50 hrs are for evaluation purposes only. | \$ / Hr | \$ / Hr | \$ / Hr | \$ / Hr | \$ / Hr | \$ |
| | | | | | | | |

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|--|---|---------|---------|---------|---------|---------|-----------|
| 'As and when requested" ADDITIONAL cleaning <u>after</u> work hours (1601 - 0659) | 60 Hrs per year ** 60 hrs are for evaluatio n purposes only. | \$ / Hr | \$ |
| EVALUATION TOTAL | | | | | | | \$ |

**** JANITORIAL** It is estimated that the average daily time required to do the janitorial work within is approximately 8 hours. However bidders must take into consideration all other requirements of the work (ie. Weekly, monthly and other scheduled requirements) identified herein when quoting their monthly price

ANNEX "C"**CLEANING STANDARDS****TERM DEFINITIONS/STANDARDS OF ACCEPTANCE**

| Term | Description of Operation | Quality Standard |
|----------------------|---|---|
| Area Policing | Consists of patrolling sidewalks, driveways, lawn areas, loading docks, entrance, and other areas and picking up paper and all other debris. | Designated areas shall be free of paper and all other debris after policing |
| Sweeping Exterior | Consists of removing loose, dry surface soil. | Sidewalks, loading docks, entrances, and other designated areas shall be clean after weeping |
| Sweeping | Consists of removing loose, dry surface soil. Where surface is not subject to damage by solvent, use a solvent based treated sweeping compound, dust cloth or dust mop. Where surface is subject to damage by solvents, use a wax based, treated sweeping compound, dust cloth or dust mop. Dust cloths and dust mops to be treated the day before they are to be used, to ensure no streaks are left on the floor. | There should be no dirt, trash or other matter left in corners, behind or under free standing radiators, under furniture or behind doors. Floors should be free of dust film, there should be no dirt left where sweepings were picked up and furniture and equipment should be relocated to where it was prior to the sweeping operation |
| Damp and Wet Mopping | Consists of applying neutral detergent solution to the floor, agitating it with a mop removing the solution, rinsing the floor and wiping up the rinse water. In washrooms, the rinsing operation is performed using a germicidal solution | The mopped area should be clean and free of surface stains, mop streaks and loose mop strands. Walls baseboards and other surfaces should be free of watermarks and splashing. Water or other cleaning solutions should be allowed to collect under furniture legs and cabinets |
| Wash Floor | Consists of applying a neutral detergent solution to the floor, agitating it with a mop, removing the solution, rinsing the floor and picking up the rinse water. In washrooms, the rinsing operation is performed using a germicidal solution | There should be no surface dirt or stains visible following the floor washing operation. Walls, baseboards and other surfaces should be free of watermarks, splashing and scars from equipment. The floor should be free of streaks, loose mop strands and water or other cleaning solutions should be allowed to |

| | | |
|-----------------------------------|--|--|
| | | collect under furniture legs and cabinets |
| Cleaning Walk Away Mats. | Consists of vacuuming, stain removal and shampooing, using either a machine agitated dry foam or jet extractor methods. Hose washing may only be used if specified by the manufacture and in accordance with the Instructions. | There should be no stains visible and no discoloration of the walk away-mat. The floor area under the mat should be free of dust, dirt and present a clean appearance after cleaning operations. |
| Vacuuming Walk Away Mats | Consists of removing sand, slush or water, using a wet and dry industrial type vacuum cleaner, equipped with the appropriate floor tools. | Walk-away-mats should be clean and free of dust, dirt, sand, slush, salt and water after vacuuming. Floor area under the mat should be free of dust and dirt and present a clean appearance. |
| Salt/Stain Removal Walk Away Mats | Consists of vacuuming, flooding salt stain with water and allowing to stand for ten minutes, vacuuming up water and repeating operation as many times necessary until stain is removed. | There should be no salt stain visible and no discoloration of the walk away-mat after salt stain removal operation. Floor area under the mat should be free of dust and dirt and present a clean appearance. |
| Glass Cleaning | Consists of washing glass surfaces with a detergent solution and wiping dry with a clean cloth | Glass should be clean on both sides and free of streaks and smears. Sash, sill, stools and floors should be clean and free of water marks. Items moved during the cleaning operation should be replaced to original location. |
| Cleaning Stairways and Landings. | Consists of sweeping, dusting, mopping and stripping; spot cleaning walls and polishing handrails, doorknobs and other metal surfaces where applicable. | Stair landings, treads and corners of stair treads should be free of dirt, dust streaks and debris. Stair railings, ledges, door mouldings, radiators, window stools and grilles should be free of dust. Stair landings, treads, risers, walls and baseboards should be clean and free of water marks and splashings from cleaning and finishing solutions. Handrailings, doorknobs and other metal surfaces should be clean and polished. |
| Dusting | Consists of removing loose dirt, dust and cobwebs using an untreated dust mop or vacuum cleaner with appropriate attachments | There should not be any dust or dust streaks on desks or other furniture. Glass tops on desks and tables should be clean and free of finger marks |

| | | |
|---|--|--|
| | | and stains. All pictures, plaques, etc., should be free of dust. Corners and crevices should be free of dust. Radiators, window stools, door ledges, frames, louvres, baseboards and partition ledges should be free of dust |
| Metal Cleaning | Consists of polishing with an approved metal polish doorknobs, push bars, kick plates, railings and other metal surfaces to remove stains and restore the shine. | Doorknobs, push bars, kick plates, railing, doors and other surfaces should be clean and polished |
| Cleaning Washroom Fixtures | See herein. Consists of washing with a germicidal detergent all surfaces of wash basins, taps, exposed piping, flush tanks, toilet seats, toilet bowls and urinals to disinfect and remove dust, dirt, spots and stains. | All surfaces of wash basins, taps, and all exposed piping should be free of dust, dirt, spots and stains. All surfaces of flush tank toilet seats, bowls and urinals should be disinfected. Plumbing fixtures should be free of stains, soap build up, dust and mould |
| Spot Clean Dispensers, Walls, Stall Partitions, Doors Shelves, Mirrors & Ledges | Consists of removing finger marks, smudges, stains and graffiti using a moistened cloth followed by a dry cloth. | All dispensers, shelves, shelf brackets and ledges should be free of finger marks, dust and stains. All mirrors should be clean. Walls, stall partitions and doors should be free of dust, hand marks, pencil marks, water streaks, mop marks and fittings should be free of mould. Walls, up to a standing height, should be free of all marks. |
| Empty Waste Receptacles | Consists of emptying waste receptacles and replacing dirty plastic bags; ashtrays are to be emptied into a separate metal container and wiped clean. All refuse is to be placed in a designated fireproof space. | All paper and garbage receptacles should be emptied, plastic bags should be replaced, if required, and the exterior surface wiped clean. All ashtrays should be empty, clean and in place. |
| Recycling Bins (Green Boxes or equiv if applicable): | Empty green boxes once a week into separate container and take over to recycling tent & sort. | |
| Dusting/Vacuumin g Blinds | Consists of dusting or vacuuming both sides of the slats and adjoining window frame area. | Both sides of slats should be clean and free of dust. Window frames and adjoining area should be free of dust. |
| Vacuumin g Air Grilles Air Diffusers. | Consists of removing dust, dirt and cobwebs using a vacuum cleaner, equipped with a wand and brush | Air -Grilles and air diffusers should be free of dust, loose dirt and cobwebs after vacuuming operation. |

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| | attachment, or, wipe with a damp sponge and dry with a clean cloth. | |
| Contractors Space and Janitors Closet | Consists of sweeping, washing, scrubbing and refinishing the floor. Washing walls and shelves and disinfecting sinks. The area is to be kept free of debris, mops are to be washed clean before storing and all other equipment is to be kept clean. Cleaning supplies are to be neatly stored. | All floors should be clean. All fixtures and walls should be free of dust and stains. Mop pails/trucks should be empty and free of odours. There should be no waste paper, garbage or empty containers in the Janitor Closets. |
| Cleaning Vinyl & Leatherette Upholstery: | Consists of removing soil marks and stains using an approved cleaner. | There shall be no dirt, soil marks, or stains visible following the scheduled cleaning. |

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ANNEX "D"

SECURITY REQUIREMENTS CHECK LIST

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ANNEX "E"

**COMPLETE LIST OF NAMES OF ALL INDIVIDUALS WHO ARE
CURRENTLY DIRECTORS OF THE BIDDER**

Name

Title

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VAN-4-37099

CCC No./N° CCC - FMS No/ N° VME

BID SUBMISSION FORM 1

| | | | |
|---|-------------|--|--|
| Bidder's full legal name | | | |
| Authorized Representative of Bidder for evaluation purposes (e.g., clarifications) | Name | | |
| | Title | | |
| | Address | | |
| | Telephone # | | |
| | Fax # | | |
| | Email | | |
| Bidder's Procurement Business Number (PBN) [see the Standard Instructions 2003] | | | |
| Jurisdiction of Contract: Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation) | | | |
| Signature of Authorized Representative of Bidder | | | |
| Federal Contractors Program for Employment Equity (FCP EE) Certification: | | | |
| <p>By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "<u>FCP Limited Eligibility to Bid</u>" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website.</p> <p>Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "<u>FCP Limited Eligibility to Bid</u>" list at the time of contract award.</p> | | | |
| <p>On behalf of the Bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none"> 1. The Bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation; 2. This bid is valid for the period requested in the bid solicitation; 3. All the information provided in the bid is complete, true and accurate; and 4. If the Bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation. | | | |
| Signature of Authorized Representative of Bidder | | | |

Solicitation No. - N° de l'invitation

E0276-142831/A

Amd. No. - N° de la modif.

File No. - N° du dossier

VAN-4-37099

Buyer ID - Id de l'acheteur

van531

CCC No./N° CCC - FMS No/ N° VME

20142831

Solicitation No. - N° de l'invitation

E0276-142831/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

van531

Client Ref. No. - N° de réf. du client

20142831

File No. - N° du dossier

VAN-4-37099

CCC No./N° CCC - FMS No/ N° VME

NOTE TO BIDDERS: Please use ONE of the two mailing labels below and affix it securely to the outside of the envelope or package containing your bid submitted by mail or courier. For bids submitted by facsimile (Bid receiving fax (604) 775-7526), use this sheet as the cover sheet. Always ensure your company name, return address, open bidding solicitation number and closing date appear legibly on the outside of your bid submission.

AVIS AUX FOURNISSEURS: Pour le retour par la poste ou par messenger, veuillez utiliser UNE des étiquettes d'envoi ci-dessous et apposez-la à l'extérieur de votre enveloppe ou du colis contenant votre offre. Pour les offres soumises par télécopieur (n° du télécopieur pour la réception des offres: (604) 775-7526), utilisez cette page comme bordereau de télécopie. Assurez-vous que le nom de votre compagnie, l'adresse de retour, le numéro de l'invitation ouverte à soumissionner et la date de clôture soient lisibles à l'extérieur de votre offre.

Bid Receiving
Public Works & Government Services Canada
2nd FLOOR - 800 BARRARD STREET
VANCOUVER BC V6Z 0B9

Solicitation No. : E0276-142831/A

Solicitation Closes at : 2:00 PM PT

on : September 23, 2014

| |
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| Contract Number / Numéro du contrat CI 7A018833 E0576-142831 |
| Security Classification / Classification de sécurité UNCLASSIFIED |

**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

| | | | |
|---|--|---|---|
| 1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine | | 2. Branch or Directorate / Direction générale ou Direction | |
| Public Safety (Special) | | Corporate Services (CS) Branch | |
| 3. a) Subcontract Number / Numéro du contrat de sous-traitance | | 3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant | |
| | | FWGSC / Specific Recipr | |
| 4. Brief Description of Work / Brève description du travail | | | |
| This SRCL is related to the lease for office space used by Public Safety (Special) in Burnaby, British Columbia. Cleaning/maintenance personnel and/or contractors who will have access to the leased space require a Level 3 (Top Secret) security clearance. For consultants and contractors, the security clearance requirement will be Level 2 (Secret) or Level 3 (Top Secret) depending on the work (see Annex A). Note: The current occupancy instrument (OI) for this space is OI 7A018833. | | | |
| 5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées? | | <input checked="" type="checkbox"/> No Non | <input type="checkbox"/> Yes Oui |
| 5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? | | <input checked="" type="checkbox"/> No Non | <input type="checkbox"/> Yes Oui |
| 5. Indicate the type of access required / Indiquer le type d'accès requis | | | |
| 5. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c) | | <input checked="" type="checkbox"/> No Non | <input type="checkbox"/> Yes Oui |
| 5. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. | | <input type="checkbox"/> No Non | <input checked="" type="checkbox"/> Yes Oui |
| 5. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? | | <input checked="" type="checkbox"/> No Non | <input type="checkbox"/> Yes Oui |
| 7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès | | | |
| Canada <input checked="" type="checkbox"/> J.S. | | NATO / OTAN <input type="checkbox"/> | Foreign / Étranger <input type="checkbox"/> |
| 7. b) Release restrictions / Restrictions relatives à la diffusion | | | |
| No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> J.S. | | All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/> | No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/> |
| Not releasable / À ne pas diffuser <input type="checkbox"/> | | | |
| Restricted to: / Limité à: <input type="checkbox"/> | | Restricted to: / Limité à: <input type="checkbox"/> | Restricted to: / Limité à: <input type="checkbox"/> |
| Specify country(ies): / Préciser le(s) pays: | | Specify country(ies): / Préciser le(s) pays: | Specify country(ies): / Préciser le(s) pays: |
| 7. c) Level of Information / Niveau d'information | | | |
| PROTECTED A / PROTÉGÉ A <input type="checkbox"/> | NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/> | PROTECTED A / PROTÉGÉ A <input type="checkbox"/> | |
| PROTECTED B / PROTÉGÉ B <input type="checkbox"/> | NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/> | PROTECTED B / PROTÉGÉ B <input type="checkbox"/> | |
| PROTECTED C / PROTÉGÉ C <input type="checkbox"/> | NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/> | PROTECTED C / PROTÉGÉ C <input type="checkbox"/> | |
| CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> | NATO SECRET / NATO SECRET <input type="checkbox"/> | CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> | |
| SECRET / SECRET <input type="checkbox"/> | COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/> | SECRET / SECRET <input type="checkbox"/> | |
| TOP SECRET / TRÈS SECRET <input checked="" type="checkbox"/> J.S. | | TOP SECRET / TRÈS SECRET <input type="checkbox"/> | |
| TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/> | | TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/> | |



Government of Canada / Gouvernement du Canada

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| Contract Number / Numéro du contrat OI 7A013633 |
| Security Classification / Classification de sécurité UNCLASSIFIED |

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|---|---|--|--|---|--|---|---|---|---|--|--|--|--|--|
| <p>8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?</p> <p>If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :</p> | | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui | | | | | | | | | | | | |
| <p>9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?</p> <p>Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :</p> | | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui | | | | | | | | | | | | |
| <p>10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis</p> <table border="0"> <tr> <td><input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ</td> <td><input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL</td> <td><input checked="" type="checkbox"/> SECRET SECRET</td> <td><input checked="" type="checkbox"/> TOP SECRET TRÈS SECRET</td> </tr> <tr> <td><input checked="" type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT</td> <td><input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL</td> <td><input type="checkbox"/> NATO SECRET NATO SECRET</td> <td><input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET</td> </tr> <tr> <td><input type="checkbox"/> SITE ACCESS ACCÈS AUX EMBLEMES</td> <td colspan="3"></td> </tr> </table> <p>Special comments: Commentaires spéciaux : <u>See Annex A - Complementary Information and Security Classification Guide.</u></p> <p>NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.</p> | | | <input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL | <input checked="" type="checkbox"/> SECRET SECRET | <input checked="" type="checkbox"/> TOP SECRET TRÈS SECRET | <input checked="" type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET | <input type="checkbox"/> SITE ACCESS ACCÈS AUX EMBLEMES | | | |
| <input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL | <input checked="" type="checkbox"/> SECRET SECRET | <input checked="" type="checkbox"/> TOP SECRET TRÈS SECRET | | | | | | | | | | | |
| <input checked="" type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET | | | | | | | | | | | |
| <input type="checkbox"/> SITE ACCESS ACCÈS AUX EMBLEMES | | | | | | | | | | | | | | |
| <p>10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?</p> <p>If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?</p> | | <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui | | | | | | | | | | | | |
| <p>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</p> | | | | | | | | | | | | | | |
| <p>11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?</p> | | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui | | | | | | | | | | | | |
| <p>11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?</p> | | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui | | | | | | | | | | | | |
| <p>PRODUCTION</p> | | | | | | | | | | | | | | |
| <p>11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?</p> | | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui | | | | | | | | | | | | |
| <p>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</p> | | | | | | | | | | | | | | |
| <p>11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?</p> | | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui | | | | | | | | | | | | |
| <p>11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?</p> | | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui | | | | | | | | | | | | |



Government of Canada / Gouvernement du Canada

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| Contract Number / Numéro du contrat 01 7A012833 |
| Security Classification / Classification de sécurité UNCLASSIFIED |

| | | | |
|---|---|--|---|
| 13. Organization Project Authority / Chargé de projet de l'organisme | | | |
| Name (print) - Nom (en lettres moulées) Alan Wilcock-Gynn | | Title - Titre DOG, Facilities Mgt (FM), (CS) Branch | Signature |
| Telephone No. - N° de téléphone (613) 842-1885 | Facsimile No. - N° de télécopieur (613) 842-1402 | E-mail address - Adresse courriel wilcockage@amtp.gc.ca | Date Jan 22 2014 |
| 14. Organization Security Authority / Responsable de la sécurité de l'organisme | | | |
| Name (print) - Nom (en lettres moulées) David Graveline | | Title - Titre DOG, Infrastructure Security, IS Branch | Signature |
| Telephone No. - N° de téléphone (613) 288-4324 | Facsimile No. - N° de télécopieur (613) 231-0833 | E-mail address - Adresse courriel gravelined@amtp.gc.ca | Date 2014-01-23 |
| 15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? | | | <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui |
| 16. Procurement Officer / Agent d'approvisionnement | | | |
| Name (print) - Nom (en lettres moulées) GIROTTI MAX | | Title - Titre SUPPLY SPECIALIST | Signature |
| Telephone No. - N° de téléphone (604) 715-7649 | Facsimile No. - N° de télécopieur (604) 715-7526 | E-mail address - Adresse courriel girotti.max@pwjsg.gc.ca | Date April 11, 2014 |
| 17. Contracting Security Authority / Autorité contractante en matière de sécurité | | | |
| Name (print) - Nom (en lettres moulées) | | Title - Titre | Signature |
| Telephone No. - N° de téléphone | Facsimile No. - N° de télécopieur | E-mail address - Adresse courriel | Date 26-JUNE-2014 |

Jacques Saumur
Contract Security Officer, Contract Security Division
Jacques.Saumur@tpsgc-pwgs.gc.ca
Tel/Tél - 613-948-1732 / Fax/Téléc - 613-954-4171